

Board of Firefighting Personnel Standards and Education

- I. Policy and Procedures / Written Testing / Retesting / Requests**
- II. Purpose / Standardize the process of requesting and scheduling of written testing for students desiring to achieve certification. This process also includes the requests and scheduling of retests.**
- III. Applicability / All persons who desire to utilize the Board approved written testing process.**
- IV. Risk Statement / when fire instructors do not follow policy/procedure the student testing opportunity may be jeopardized.**
- V.**
- VI. Definitions**

An individual who requests a written test from the Board of Firefighting Personnel Standards and Education shall utilize the online system provided by the Indiana Department of Homeland Security.

A student may not request or schedule a written test through the Academy office.

Exception 1 Instructor reciprocity written examination shall be requested by the student.)

Exception 2 Student is taking the test at an Ivy Tech facility.

Course application must be submitted using the IDHS online system 30 days BEFORE the start of the course. (IAC 1-1-12 (3)(b))

When submitting a course application 30 days BEFORE the start of a course - student names do not need to be submitted at that time.

Written tests must be requested not less than 15 days before the scheduled test date. Students names must be submitted at this time. All such requests for written tests shall be in writing. (IAC 1-1-12 (3) (c)).

A proctor may conduct a written test 7 days before or after the scheduled test date without notifying the Academy office. (**Exception if an unforeseen circumstance occurs for a student and the test date must be extended more than 7 days the Academy office shall be notified via telephone or email. At no time will an extension of more than 5 days be granted.)

Changes in the proctor shall be communicated in writing to the Academy office.

Online testing student ID's remain valid for 7 days after the scheduled test unless the Academy office is notified.

Students who fail to take the scheduled written or online shall not be allowed to retest under the same course number. A new course number and written test date shall be requested through the Academy office. The skills associated with the previous are transferrable to this new course as long as they are within the 180 days.

Retest examinations are only for students who have previously failed that test.



Retests shall be scheduled under the original test number for those students who failed the initial examination. (IFSAC requires the questions for a retest to be issued from the entire bank versus using a different version of the initial test)

Number of testing attempts - Initial and 3 retakes. (IAC 1-1-12 (12)(k))

Lead Instructor from the original course number is not eligible to serve as a proctor for retests. (IAC 1-1-13 (4)(e))

Lead evaluator may serve as a proctor for initial or retake examinations. (IAC 1-1-13 (5))